

POSITION DESCRIPTION

POSITION CLASSIFICATION: **MANAGER**

POSITION TITLE: **DIRECTOR OF ADMINISTRATIVE SERVICES**

The position's incumbent serves as Director of Administrative Services for Goochland-Powhatan Community Services. In this capacity he/she is primarily responsible for providing overall management of the Administrative Department including reimbursement, payroll, accounts payables and receivables, personnel, building maintenance, purchasing, inventory, transportation and an agency wide management information system. This position serves as the Clerk of the Board for the Directors. The incumbent is responsible for the supervision of the Operations Supervisor, Fiscal Supervisor, two Administrative Assistants and all Secretaries. Any temporary and/or permanent position that would be established in the Administrative unit would be supervised by the incumbent.

He/she reports to and receives general supervision from Goochland-Powhatan Community Services' Executive Director. In carrying out position requirements, the incumbent maintains close as well as, when warranted, confidential working relationships accordingly. He/she is required to exercise sound judgment, demonstrate initiative and cooperativeness in the discharge of assigned duties.

MAJOR DUTIES

- ~ Supervises Fiscal Supervisor, Operations Supervisor and Administrative Assistants
- ~ Manages the Reimbursement Department, Transportation, Accounts Payable, Payroll, Accounts Receivables
- ~ Purchases/approves agency supplies and equipment
- ~ Operation of the Human Resources area of the agency including recruitment, orientation, employee relations, benefits administration and personnel actions.
- ~ Works closely with Executive Director in managing GPCS budget as well as several other in-house accounts
- ~ Develops, maintains and provides personnel orientation policies and procedures for employees
- ~ Serves as Clerk of the Board for Board of Directors
- ~ Provides direction dealing with management information system

Director of Administrative Services
Position Description
Page - 2 -

- ~ Provides in house computer troubleshooting and maintenance
- ~ Serves as confidential administrative support to the Executive Director and Board of Directors
- ~ Prepares reports as directed concerning Goochland-Powhatan Community Services' program administration
- ~ Serves as liaison between staff/vendors and Executive Director
- ~ Attends and presents in service training and staff development activities related to position
- ~ Attends monthly Management Meetings
- ~ Performs any other duties as assigned by the Executive Director in accordance with Goochland-Powhatan Community Services' operating policies and procedures.

QUALIFICATIONS

The incumbent must have the following knowledge, skills and abilities:

Knowledge of:

Fiscal management including budgeting, allocations and monitoring, principles of accounting, supply requisitioning; inventory control, English usage, typing, filing, community relations, recordkeeping, report preparation and writing, purchasing, personnel management, staff supervision, management information system, communications (oral, written and interpersonal) and office management.

Skills In:

Bookkeeping system, reimbursement system, fiscal and administrative procedures, personnel record keeping system and inventory supply system. Budget preparation, monitoring of expenditures, conducting in service training and orientations, report preparation/writing, communications (written, oral and interpersonal), taking minutes of meetings, and managing agency wide administrative clerical support functions.

Abilities To:

Perform work with minimal supervision, exercise sound judgment, apply initiative and work with all types/levels of people having contact with Goochland-Powhatan Community Services.

Bachelor's degree required, master's preferred, or equivalent combination of education and progressively responsible experience.

ORGANIZATIONAL CHART

EXECUTIVE DIRECTOR
DIRECTOR OF ADMINISTRATIVE SERVICES

SIGNATURES

Incumbent

Date

Executive Director

Date